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17 July 1952

MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 10-17 July 1952

I. Completed Projects

1. Project 52-27, Official Correspondence. S/PP part in revision of notice completed. Support Staff [REDACTED] will handle from here in. 25X1A9a
2. Project 52-38, Proposed Chinese Language Training Course. Drafted memo to AD/OIC informing him of the proposed plans for training personnel in the Chinese language. Advised him that OTR would discuss with ORR and ONE their requirements, if any, for establishing training courses.

II. Projects in Process

1. Project 51-7, Administrative Training Program. Action on this project upheld pending completion of active military duty.
2. Project 52-2, CIA Participation in [REDACTED]. The action transferring [REDACTED] from ORR to OTR for the duration of the training period is in process. 25X1A12
25X1A9a
3. Project 52-4, A Bill for Training Federal Civilian Officers and Employees. Awaiting draft of revised bill from Legislative Liaison Officer.
4. Project 52-8, National Security Presentations. Staff study on a proposed series of national security presentations is in process. 25X1A1d
5. Project 52-17, Near East Language and Area Program. Drafted a memo to the AD/00 containing the recommendation [REDACTED] that [REDACTED] be considered for assignment to the two year language-area training program on the Near East. Advised the AD/00 that a slot on the OTR T.O. would be made available for [REDACTED] if he was selected to participate in the long-range program. 25X1A9a
25X1A9a

JOB NO. [REDACTED] FID NO. [REDACTED] DOC NO. 23 NO CHANGE
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6. Project 52-18, Staff Study on Training for New Personnel. Concerning the various impacts of the Report of the Career Service Committee upon the Basic Intelligence Course, extensive notes for conference and the analysis upon which they are based have been completed and presented to the Head, IT/D. A conference has been arranged for 22 July. A proposed CIA Regulation on Basic Intelligence Training has been drafted and presented to the Head, IT/D for possible revision prior to concurrence in its presentation to the DD/TR(G).

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7. Project 52-19, CIA Regulation [REDACTED] Project out of suspense but inactive.
8. Project 52-22, Chinese Language Project. A meeting with representatives of OO and OTR was held in Col. Baird's office to discuss various points of view on the need for the preparation of specialized texts for teaching the Chinese language. It was decided to ask for bibliographies of teaching materials used in several teaching universities that had courses in introductory and intermediate Chinese so that an evaluation could be made of the adequacy of the currently available material. Mr. Bagnell, Chief, FDD/OO, offered to make the evaluation and submit his findings to OTR. A memo has been drafted requesting that OCD obtain the desired materials.
9. Project 52-30, Seminar on International Labor Relations. Planning on this project is in suspense awaiting the receipt of the training requirements from OPC.
10. Project 52-33, Space for OTR Expansion. In collaboration with the Services and Supply Section/Support Staff, several OTR facilities have been inspected and numerous problems have been studied. As a result, two memoranda have been prepared for the D/TR, one from the Chief, Supply and Services Section, Support Staff on a general survey of OTR space utilization, the other jointly from the Chief, P&PS, and the Chief, S&SS/SS on a proposed approach to a general solution of space problems.
11. Project 52-34, Lip Readers. By action of D/TR this question has been referred to OO for review and comments.
12. Project 52-35, TR(G) Bulletin. Draft of training courses and programs of TR(G) is in process.

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13. Project 52-36, Language Reference Materials. Draft of proposed Charter for Permanent Interdepartmental Committee on Foreign Language Reference Material and covering memorandum to DD/I coordinated with [REDACTED]. Coordination with Soltenberger of State next week.

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III. Projects in Suspense

1. Project 51-6, Survey of Non OTR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-21, Area and Language Specialists.

for [REDACTED]

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